



**CITY OF LEON VALLEY**  
**INTEROFFICE MEMORANDUM**

**DATE:** January 12, 2018

**TO:** Mayor Chris Riley and City Council Members

**FROM:** Kelly Kuenstler, City Manager

**SUBJECT:** Pre City Council Meeting Report

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**Human Resources**

- Vacant Positions
  - Maintenance Foreman; currently being advertised.
  - One Sergeant for the red light cameras; candidate currently in background.
  - One Administrative Hearing Officer for the red light cameras; candidate currently in background.
  - Two Patrol Officers; both candidates are in background.

**Public Works**

- Projects:
  - Wrapping up water well project at Huebner well site. CPS is connecting the electrical meter this week and the contractor will be connecting the chlorine lines. He will then cap the old well. Water Crew is on standby to move water around during this time.
  - The new wrought iron fence at the Huebner Cemetery has been completed! The contractor, Cooper Forge, created a custom, civil war era type fence, with an elaborate gate, to encircle the grave; and a new historical marker type sign has been installed.
  - Plans are being developed for a new traffic signal system at Wurzbach and Exchange Parkway. Will work with CPS to coordinate site work.
  - Timberhill drainage project is complete.
  - Conestoga Street water and sewer main project is complete – the Construction Crew will be repairing the concrete in that area.
  - Cades Cove water and sewer main replacement project is being designed. Bids will be advertised and the results taken to Council in February for a March construction start.
  - Year 1 street maintenance plans have been prepared and bids are to be advertised this month for a March start (weather permitting).
  - The Evers Road Bridge has begun – the bridge portion of the street will be closed for 4-5 months, weather dependent.
  - The Huebner at Evers traffic signal project has stalled due to the contractor being unable to get the necessary supplies. Staff is contacting them this week to get the new work schedule.
  - Working with Consultant Nelissa Heddin to review water rates and revenues over the past two years.

- Performed new traffic counts on Althea and Hodges to assess the decision to convert both streets to one way. The first traffic count was performed during the summer months when school was out, so we expected a lower count. The traffic count that was performed in December was during school, so keep that in mind as you look at the reduction in the number of vehicles.

<b>Hodges – Before</b>		<b>After</b>
9 am	32 vehicles	23 vehicles
5 pm	80 vehicles	15 vehicles
<b>Althea – Before</b>		<b>After</b>
9 am	35 vehicles	31 vehicles
5 pm	45 vehicles	13 vehicles

Based on these statistics, the plan worked!

- Working on Operations Manual for Public Works. We have assigned one crew member from each crew to attend focus group meetings. Once the manual is approved, we will be the only Public Works department in the Metro area to be accredited.
- Revising Water and Sewer Operations Manual. Also working on a Vulnerability Assessment (VA) document.
- Purchased 20 acre feet of water rights – this brings the total owned by City to 1987 acre feet. The goal is to own 2000 acre feet.
- Working with contractor for LC-17 to keep residents informed of progress.
- Met with the Hike & Bike Trail Committee and the El Verde Road residents on December 12th to discuss proposed grading plan for Hike & Bike Trail alignment. They would like one more meeting before taking this item to City Council. Meeting is set for mid-January.
- Holiday decorations being removed and stored this week.
- Getting quotes for capping the water well at 6530 Samaritan Drive – the Police Department will perform some tactical training at the home, then the home will be turned over to the Fire Department for fire practice, then Public Works will clean up the lot.
- Meeting with Park Commission this week to finalize park user fee increase. Expected to take before City Council in early February.
- Fence contractor for Old Mill Park will start work in the next few weeks to replace all the backyard fences around the perimeter of the park.

## **Police Department**

- Arrest
  - 12-18-17 – 5600 Evers Rd. – Assault/Family Violence – One arrested for offense
  - 12-18-17 – 5600 Evers Rd. – Evading Arrest/Foot – One arrested for offense
  - 12-18-17 – 6900 Bandera Rd. – Traffic Stop – One cited/released - Vehicle impounded
  - 12-18-17 – 6000 Bandera Rd. – Traffic Stop – One cited/released – Vehicle impounded
  - 12-18-17 – 7100 Bandera Rd. – Suspicious Person – One arrested on active county warrant
  - 12-18-17 – 5600 Bandera Rd. – Theft < \$100 – One arrested/cited/released
  - 12-20-17 – 6800 Forest Meadow – Emergency Detention – One arrested/released at hospital
  - 12-21-17 – 5800 Bandera Rd. – City Ordinance Violation (soliciting) – One cited/released
  - 12-21-17 – 7000 Bandera Rd. – Traffic Stop – One arrested for active county warrant and possession of drug paraphernalia
  - 12-22-17 – 5600 Bandera Rd – Theft < \$100 – One arrested/cited/released
  - 12-22-17 – 6300 Evers Rd. – Emergency Detention – One arrested/released at hospital
  - 12-23-17 – 6000 Evers Rd. – Emergency Detention – One arrested/released at hospital
  - 12-23-17 – 5600 Bandera Rd. – Theft – Two arrested for possession of controlled substance and possession of Marijuana < 2 oz. – Vehicle Impounded
  - 12-23-17 – 5600 Bandera Rd. – Theft < \$100 – One arrested/cited/released
  - 12-24-17 – 6000 Grissom Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 12-24-17 – 5600 Wurzbach Rd. – Traffic Stop – One cited/released – Vehicle Impounded

- 12-25-17 – 6300 Evers Rd. – Disturbance – One arrested for active county warrant
- 12-25-17 – 6500 Bandera Rd. – Suspicious Person – One arrested on active county warrant
- 12-26-17 – 5600 Bandera Rd. – Theft < \$100 – One arrested/cited/released
- 12-26-17 – 5600 Bandera Rd. – Theft < \$100 – One arrested for offense – Had prior conviction
- 12-27-17 – 5900 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 12-27-17 – 5900 Seneca Dr. – Emergency Detention – One arrested/released at hospital
- 12-28-17 – 5600 Bandera Rd. – Narcotics – One arrested for possession of a controlled substance
- 12-28-17 – 6600 Bandera Rd. – Assist in warrant – Two arrested on active warrants – Handled by BCSO
- 12-29-17 – 5600 Bandera Rd. – Narcotics – One arrested for possession of a controlled substance
- 12-29-17 – 6500 Bandera Rd. – Traffic Stop – One arrested for DWI – Vehicle Impounded
- 12-30-17 – Bandera Rd. @ NW Loop 410 – City Ordinance Violation – One cited/released
- 12-31-17 – 6300 Evers Rd. – Emergency Detention – One arrested/released at hospital.
- 12-31-17 – 7000 Bandera Rd. – Public Intoxication – One arrested for offense/released at Detox
- 01-01-18 – 6500 Bandera Rd. – Traffic Stop – One arrested for Possession of a controlled substance and One arrested for possession of Marijuana < 2 oz. – Vehicle Impounded
- 01-01-18 - 5600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 01-03-18 – 5700 Bandera Rd. – Traffic Stop – One cited/released Vehicle Impounded
- 01-03-18 – 6400 Wurzbach Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 01-03-18 – 6500 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 01-03-18 – 7000 Grass Valley – Traffic Stop – One arrested for possession of Marijuana < 2 oz. and possession of paraphernalia – Vehicle Impounded
- 01-03-18 – 5900 Bandera Rd. – Traffic Stop – One arrested for Possession of a controlled substance, one arrested for possession of Marijuana < 2 oz. – Vehicle Impounded
- 01-03-18 – 7500 Eckhert Rd. – Traffic Stop – One arrested for possession of a controlled substance
- 01-04-18 – 6500 Bandera Rd. – Traffic Stop – One arrested for Driving while license is invalid, and multiple active warrants – Vehicle Impounded
- 01-04-18 – 7500 Linkwood – Traffic Stop – One cited/released – Vehicle Impounded
- 01-04-18 – 7200 Huebner Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 01-04-18 – 6800 Poss Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 01-05-18 – 6500 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 01-05-18 – 6600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 01-05-18 – 5700 Wurzbach Rd. – Emergency Detention – One arrested/released at hospital
- 01-05-18 – 5800 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 01-06-18 – 6400 Evers Rd. – Traffic Stop – One arrested for possession of a controlled substance, two arrested for possession of Marijuana < 2 oz. – Vehicle impounded
- 01-06-18 – 7000 Bandera Rd. – Traffic Stop – One arrested for Driving while license is invalid – Vehicle Impounded
- 01-06-18 – 6500 Bandera Rd. – Traffic Stop – Two arrested on active warrants – Vehicle impounded
- 01-06-18 – 5700 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 01-06-18 – 6600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 01-07-18 – 5600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 01-07-18 – 6400 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 01-07-18 – 5700 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 1-7-18 – 6500 Bandera Rd. – Traffic Stop – One arrested for Driving while license is invalid – Vehicle Impounded
- 1-7-18 – 6500 Grissom Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 1-7-18 – 6800 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 1-7-18 – 6500 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded

- 1-8-18 – 6600 Bandera Rd. Traffic Stop – One cited/released – Vehicle Impounded
- 1-8-18 – 5200 Savory Glenn – Assault/Family Violence – One arrested for offense
- 1-8-18 – 5900 Wurzbach Rd. – Emergency Detention – One arrested/released at hospital
- Significant Calls
  - 12-18-17 – 5400 Grissom Rd. – Alarm
  - 12-18-17 – Bandera Rd. @ NW Loop 410 – Suspicious Person
  - 12-18-17 – 7100 Bandera Rd. – Suspicious Vehicle
  - 12-18-17 – 7000 Bandera Rd. – Alarm
  - 12-18-17 – 4900 Hodges – 911 Hang up
  - 12-18-17 – 5900 Bandera Rd. – Theft of Service
  - 12-18-17 – 5600 Evers Rd. – Suspicious Circumstance
  - 12-18-17 – 6100 Sundial – Assault
  - 12-18-17 – 5600 Bandera Rd. – Theft \$100-750
  - 12-19-17 – 5600 Bandera Rd. – Suspicious Persons
  - 12-19-17 – 6300 Bandera Rd. – Alarm
  - 12-19-17 – 5300 Black Berry – Suspicious Circumstances
  - 12-19-17 – 7000 Mill Stream – Burglary/Vehicle
  - 12-19-17 – 5600 Bandera Rd. – Alarm
  - 12-19-17 – 6400 Red Jacket – Shots fired in the area
  - 12-20-17 – 6800 Bandera Rd. – Hit and Run Crash
  - 12-20-17 – 6500 Sally Agee – Alarm
  - 12-20-17 – 6100 Rue Francois – Alarm
  - 12-20-17 – 6500 Pavona Ridge – Theft MV/Motorcycle
  - 12-20-17 – 5600 Evers Rd. – Criminal Mischief
  - 12-20-17 – 5900 Wurzbach Rd. – Assault/Contact
  - 12-21-17 – Bandera Rd. @ Eckhert Rd. – Reckless Driver
  - 12-21-17 – 7700 Eckhert Rd. – Alarm
  - 12-21-17 – 7100 Bandera Rd. – Assault
  - 12-22-17 – 6300 Bandera Rd. – Burglary/Vehicle
  - 12-22-17 – 5600 Evers Rd. - Assault
  - 12-22-17 – 5800 Wurzbach Rd. – Assault/Contact
  - 12-22-17 – 5800 Wurzbach Rd. – Suspicious Vehicle
  - 12-22-17 – 6500 Bandera Rd. – Hit and Run Crash
  - 12-22-17 – 6300 Evers Rd. – City Ordinance Violation /Curfew
  - 12-23-17 – 5900 Wurzbach Rd. – Alarm
  - 12-23-17 – 5600 Evers Rd. – Criminal Mischief < \$100
  - 12-23-17 – 7000 Settlers Ridge – Suspicious Vehicle
  - 12-23-17 – 5600 Bandera Rd. – Alarm
  - 12-23-17 – 6600 Peachtree - Shots fired in the area
  - 12-24-17 – 6300 Bandera Rd. - Alarm
  - 12-24-17 – 5900 Bandera Rd. – Robbery
  - 12-24-17 – 6700 Timberhill – Shots fired in the area
  - 12-24-17 – 6400 El Verde – Damage to City property
  - 12-24-17 – 7000 Forest Meadow – Suspicious Vehicle
  - 12-25-17 – 7500 Linkview – City Ordinance Violation
  - 12-25-17 – Evers Rd. @ Forest Meadow – Shots fired in the area
  - 12-25-17 – 5600 Wurzbach Rd. – Graffiti
  - 12-25-17 – 6800 Huebner Rd. – Alarm
  - 12-25-17 – 5600 Grissom Rd. – Harassment
  - 12-26-17 – 5400 Bandera Rd. - Alarm
  - 12-26-17 – 7000 Bandera Rd. – Alarm

- 12-26-17 – 5400 Bandera Rd. – Alarm
- 12-27-17 – 6800 Huebner Rd. - Hit and Run Crash
- 12-27-17 – 5600 Wurzbach Rd. – Graffiti
- 12-27-17 – 7000 Weathered Post – City Ordinance Violation
- 12-27-17 – 6200 Grissom Rd. – Assault/Contact
- 12-27-17 – 5900 Forest Ledge – Theft \$100-750
- 12-27-17 – 5900 Bandera Rd. – Alarm
- 12-27-17 – 5500 Caraway Bend – Suspicious Person
- 12-28-17 – 5600 NW Loop 410 – Aggravated Robbery
- 12-28-17 – 5600 Evers Rd. – Suspicious Circumstances
- 12-28-17 – 6200 Evers Rd. – Damage to City Property
- 12-28-17 – 6300 Evers Rd. – Criminal Mischief
- 12-28-17 – 5600 Bandera Rd. – Assault
- 12-28-17 – 6400 Evers Rd. – Assault/Family Violence
- 12-29-17 – 6500 Bandera Rd. – Criminal Mischief
- 12-29-17 – 6900 Bandera Rd. – Alarm
- 12-29-17 – 6500 Charles Field – City Ordinance Violation
- 12-29-17 – 4900 Hodges – Alarm
- 12-29-17 – 7000 Bandera Rd. – Suspicious Person
- 12-29-17 – 6900 Bandera Rd. – Alarm
- 12-29-17 – 5600 Evers Rd. – Suspicious Person
- 12-29-17 – 5700 Evers Rd. – Alarm
- 12-30-17 – 6500 Charles Field – Runaway
- 12-30-17 – 5200 Savory Glenn – Runaway
- 12-30-17 – 7200 Bridle Path – Alarm
- 12-30-17 – 7400 Linkwood – Criminal Mischief
- 12-30-17 – 7000 Forest Ridge – Shots fired in the area
- 12-30-17 – 7700 Linkside – Criminal Mischief
- 12-30-17 – 7900 Eckhert Rd. – Suspicious Person
- 12-30-17 – 6400 Bandera Rd. – Theft/Vehicle
- 12-30-17 – 5300 Wurzbach Rd. – Alarm
- 12-31-17 – 6900 Bandera Rd. – Theft -< \$100
- 12-31-17 – 5600 Poppyseed Run – Alarm
- 12-31-17 – 5600 Evers Rd. – Suspicious Circumstances
- 12-31-17 – 6800 Bandera Rd. – Alarm X3
- **12-31-17 – There were 31 Fireworks calls made by B and C shift on this date**
- 01-01-18 – 6800 Huebner Rd. – Alarm
- 01-01-18 – 6700 Cherryleaf – Suspicious Circumstances
- 01-01-18 – 7100 Forest Brook – Missing Person
- 01-01-18 – 6400 Bandera Rd. - Alarm
- 01-01-18 – 7100 Bandera Rd. – City Ordinance Violation
- 01-01-18 – 6400 Evers Rd. – Suspicious Circumstances
- 01-02-18 – 6900 Bandera Rd. – Alarm
- 01-02-18 – 5700 NW Loop 410 – Burglary/Vehicle
- 01-02-18 – 5700 Watercress – Missing Person
- 01-02-18 – 6400 Bandera Rd. – Alarm
- 01-02-18 – 6500 Charles Field – Runaway/ Found
- 01-02-18 – 6500 Bandera Rd. – Alarm
- 01-02-18 – 5900 Bandera Rd. – Theft of service
- 01-02-18 – 6900 Bandera Rd. – Alarm x2
- 01-02-18 – 6700 Sunlight – Alarm

- 01-03-18 – 5500 Bandera Rd. – Burglary/Vehicle
- 01-03-18 – 6900 Bandera Rd. – Alarm
- 01-03-18 – 6300 Bandera Rd. – Suspicious Vehicle
- 01-03-18 – 7200 Horse Whip – 911 Hang up
- 01-04-18 – 6500 Charles Field – Suspicious Vehicle
- 01-04-18 – 7100 Pepperwood – Suspicious Vehicle
- 01-04-18 – 5600 Evers Rd. – Theft
- 01-04-18 – Huebner Rd. @ Timberhill – Shots fired in the area
- 01-04-18 – 5900 Bandera Rd. – Alarm
- 01-04-18 – 7400 Belmont Place – City Ordinance Violation
- 01-04-18 – 5700 Wurzbach Rd. – City Ordinance Violation
- 01-04-18 – 5700 Watercress – 911 Hang up
- 01-04-18 – 5900 Forest Mill – Criminal Mischief
- 01-04-18 – 5600 Bandera Rd. – Theft - \$100-750
- 01-05-18 – 5600 Bandera Rd. – Suspicious Vehicle
- 01-05-18 – 5600 Evers Rd. – Criminal Mischief
- 01-05-18 – 5700 Watercress – Alarm
- 01-05-18 – 5600 Bandera Rd. – Criminal Mischief
- 01-05-18 – 6400 Evers Rd. – Alarm
- 01-05-18 – 7000 Bandera Rd. – Theft \$750-20,000
- 01-05-18 – 6400 Evers Rd. – Suspicious Person
- 01-06-18 – 7400 Huebner Rd. – Burglary/Vehicle
- 01-06-18 – Bandera Rd. @ Grissom Rd. – Reckless Driver
- 01-06-18 – 5600 Evers Rd. – 911 Hang up
- 01-06-18 – 6400 Balky – 911 Hang up
- 01-07-18 – 6900 Forest Grove – Suspicious Persons
- 01-07-18 – Bandera Rd. @ NW Loop 410 – Hit and Run Crash
- 01-07-18 – 6400 Bandera Rd. – Suspicious Circumstances
- 01-07-18 – 6600 Bandera Rd. - Alarm
- 01-07-18 – 5600 NW Loop 410 – Burglary/Building
- 01-08-18 – 5600 Bandera Rd. – Terroristic Threats
- 01-08-18 – 6300 Bandera Rd. – Alarm
- 01-08-18 – 5600 Evers Rd. Theft \$750-2500
- 01-08-18 – 7700 Linkside – Assault/Family Violence
- 01-08-18 – 6100 Bandera Rd. – Burglary/Vehicle
- 01-08-18 – 7100 Bandera Rd. – Identity Theft
- 01-08-18 – 7000 Pepperwood – City Ordinance Violation
- The Criminal Investigation Unit
  - Cases Filed Four (4)
    - 1 for Evading Arrest/Vehicle
    - 1 for Possession of a Controlled Substance less than 1 g
    - 1 for Robbery of an Individual
    - 1 for Assault Family Violence
  - Additional CID Activity
    - Working two sex assault cases (Both cases happened last year) just now reporting.
    - Processed and Investigating Two Burglary of a Building.
    - Conducted surveillance and interrogation of two burglary suspects.
    - Detective spent three (3) days clearing hundreds of non-assigned cases in badge.
    - Four (4) written statements.
    - Actively Working Motor Vehicle-Pedestrian Case.

- Assisted SAPD AT 6100 NW Loop 410 (Days Inn) recovered stolen vehicle reported in Leon Valley. Two apprehensions, vehicle recovered.
  - Assisted SAPD at 5700 Wurzbach Stay Inn Motel for another stolen vehicle this time reported out of San Antonio, conducted surveillance, interviewed witnesses.
  - Created twenty (20) Evidence DVDs for District Attorney's Office.
- Code Compliance and Animal Control
  - Animal Control Officers made 26 animal related calls for service over this time period; 14 dog calls, 4 cat calls, 4 deer calls, and calls for possums, skunks, donkeys, and raccoons. The officers picked up 4 dogs and 1 cat. All of the animals were released to their owners, adopted out through adoption agencies, or they were cats that were trap and release (TNR) after being fixed. In addition, the officers picked up one dead cat, two dead raccoons, and two dead deer.
- Training
  - Detective R.A Munoz and Corporal Chad Mandry attended AACOG Training for Grant Writing.
- Community Services
  - Officers participated in multiple Blue Santa Events during the month of December. This included a toy drive at HEB, Fill the Boot Drive at Wurzbach and Bandera, and working closely with many businesses to raise money and awareness for the Blue Santa cause. Our efforts raised \$6500 in cash, thousands more in toys, helping close to 500 kids this year in Leon Valley, San Antonio, Balcones Heights, and Pearsall. The Blue Santa season culminated in a Christmas Party at Bandera Bowl where 85 kids and their families were given additional toys, pictures with Blue Santa, and free bowling and lunch. As was last year, this was a true City of Leon Valley joint event that helped many children have a wonderful Christmas.
  - The City of Leon Valley worked with Karen Seiffert, a renowned music teacher in our area to create our first City of Leon Valley Blue Santa Choir. The choir sang Christmas Carols at four locations, bringing much needed Christmas cheer to residents who were in true need of it.
  - The Officers from the Department participated in a bowling fundraiser for Special Olympics. The officers raised \$200 for the kids.
  - Officer Chad Mandry represented the City of Leon Valley in the Special Olympics Polar Plunge. The plunge raised monies and awareness for the Special Olympics cause.
  - The City of Leon Valley helped raise money, cards, and police memorabilia to give to a 5-year old victim of the tragic Sutherland shooting. The hundreds of letters and items will provide much relief for the child and his father as he recovers from the horrific wounds inflicted upon him.
  - Corporal Mandry raised several thousands of dollars in toys to provide to kids in crisis at the Clarity Center. Corporal Mandry delivered the toys in his Santa outfit to bring much needed smiles to the faces of the kids.
- Traffic Citations – 149
- Warnings – 80
- Other – 8

### **Fire Department**

- **Tower Climb** – Team Leon Valley is registered with 14 climbers for this year's Tower Climb challenge for the Cystic Fibrosis Foundation! Leon Valley Firefighters have been training hard (as usual) and working to defend their back-to-back championship wins in 2016 and 2017. To date, the team has raised \$1,750 for the Cystic Fibrosis Foundation. The climb is at 7 AM on January 27<sup>th</sup>. You can support the team by clicking the following link;  
[http://fightcf.cff.org/site/TR/Climb/67\\_Lone\\_Star\\_San\\_Antonio/1333038851?pg=team&fr\\_id=6531&team\\_id=70437&\\_ga=2.184745961.1373168332.1514596845-685980488.1514596845](http://fightcf.cff.org/site/TR/Climb/67_Lone_Star_San_Antonio/1333038851?pg=team&fr_id=6531&team_id=70437&_ga=2.184745961.1373168332.1514596845-685980488.1514596845)
- **Leadership Symposium** – Seven Leon Valley Fire Officers attended the annual Texas A&M Extension Service Leadership Symposium in San Marcos on January 8<sup>th</sup>, 9<sup>th</sup>, and 10<sup>th</sup>. The Symposium included Leadership training for fire company officers, and is free to all that attend.

- **CERT Training** – Leon Valley Emergency Management is hosting a free Community Emergency Response Team (CERT) training course at the fire station. The course is 5-weeks long and teaches citizens how to respond and help a community during emergencies. The course is free and provided by FEMA through the Bexar County office of Emergency Management.
- **Fire Code** – The department has completed its first draft of the amendments to the 2018 International Fire Code. The amendments are being reviewed by area Fire Chiefs in order to improve interoperability in application in design of buildings and complexes. The new adoption will improve service delivery and support our upcoming ISO survey.
- **Live Burn scheduled in Leon Valley** – In preparation for the upcoming ISO survey, Firefighters will be training at the abandoned home on Samaritan drive in the coming months. The home is owned by the City and being scheduled for demolition. Live fire training is very costly and difficult to obtain. The department plans to communicate to the community prior to the scheduled training activity.

### **Community Development Department**

- Comprehensive Master Plan
  - Consideration of Master Plan is scheduled for January 16, 2018 City Council meeting. Public hearings were held on the Master Plan at the December 5 and December 19, 2017 City Council meetings.
- Zoning Code Revisions
  - Staff has begun making edits to the code, and proposes to bring code amendments to Zoning Commission in Spring 2018.
- Zoning Cases
  - Specific Use Permit No. 2017-281: a request from San Antonio Aquarium for the Construction and Operation of an “Entertainment – Outdoor” Facility, in a B-3 (Commercial) Commercial/Industrial Overlay Zoning District, generally located at 6320 Bandera Road. This is scheduled for the January 23, 2018 Zoning Commission meeting and the February 6, 2018, City Council meeting.
  - ZC 2017-402 and SUP 2017-283: U-Haul, Grissom Rd and Timberhill (CB 4433 BLK 101 Lot 103), proposes to rezone from Sustainability Overlay to Commercial Industrial Overlay so they can build a self-storage facility. They want this facility to include Auto (RV) and Boat storage which requires a Specific Use Permit in a B-3 district. This is scheduled for the January 23, 2018 Zoning Commission meeting and the February 6, 2018, City Council meeting.
  - Staff researched the zoning history for Zarzamora Creek and determined that the property is zoned B-3 based on historical zoning maps, thus there is not a need to rezone to a commercial district.
- Board Of Adjustment
  - Board of Adjustment Case No. 2017-216, a request by Gail Tribble, applicant and property owner, for a variance to the Leon Valley Code of Ordinances, Chapter 15, “Zoning,” Sec.15.02.304 Description and purpose of districts (f) Side and rear yard (2) Noncombustible accessory buildings ... and Section 15.02.306 “R-1” single- family dwelling, (d) Other (1) Accessory Buildings,” located at 6003 Forest Bend was heard by the Board of Adjustment on January 9, 2018. This is in response to a code citation. The board did not grant the variance.
  - Board of Adjustment Case No. 2018-287, a request by Diana and James Silva for a variance to the Leon Valley Code of Ordinances, Chapter 15, “Zoning,” Sec.15 Appendix C.1 Overlay Districts – General, G. – Signs, 2 (d) Wall signs, and (j) Prohibited signs. Located at 7180 Bandera Rd being LOT 10 CB 4446EE (VALLEY VIEW SUBD UT 2), to allow for an LED sign was heard by the Board of Adjustment on January 9, 2018. The board denied the request for a variance.
- Plats
  - Replat 2018-001, a replat request by Huebner Dirt Investments Ltd. for 2.418 acres located on Huebner Road near Hoofs establishing Huebner Road Commercial, Lots 8, 9, and 10, CB 4445.



Proposed replat will create 3 lots. The replat undergoing preliminary review. The land is undeveloped and is currently zoned B-1 and B-2.

- OnIt
  - Staff continues to work with the OnIt team to resolve zoning and code enforcement cases. Staff provides support the Code Enforcement Officers conducting research and preparing notices of violation.
  - Staff has scheduled a public hearing for 6643 Grist Mill for the February 6, 2018 City Council meeting to seek determination as a public nuisance and substandard building, and to order demolition.
  - Staff is continuing site visits at the Northwest Industrial Park.
- Food Establishments
  - Staff issued letters requesting annual food establishment permits, and is processing the applications.
- Permitting And Records Management
  - 90 customers were served in the month of December at the Community Development office.
  - 111 projects were processed or are in progress including 8 Certificates of Occupancy from December 1-31, 2017, 2017.
  - Staff researched/processed 4 open records requests.
- Development Meetings
  - Director met with Kevin White of White-Conlee Builders, who was interested in submitting a tree preservation variance request. The proposed project is to construct apartments on the site located on Grissom Road.

#### **City Secretary**

- Since the last report, the City Secretary's Office has processed 18 open record requests. Those requests were for: construction plans, permit information, municipal court information, personnel information, solid waste contracts, bid documents, staff and Council emails and staff cell phone records.
- Worked on City Council meeting minutes and agendas.
- Continued planning for the April 5, 2018 Volunteer Appreciation Dinner.
- Continued planning for the 2018 July 4<sup>th</sup> Event and prepared an item to present options for the event to City Council at the January 16, 2018 City Council Meeting.
- Prepared the January 16, 2018 City Council Agenda item Calling the May 05, 2018 Leon Valley General Election.
- Prepared the May 05, 2018 Leon Valley General Election Candidate Packet and posted it to the City's website. The filing period begins January 17, 2018 and closes on February 16, 2018.
- Provided the Texas Open Meetings Act training in my office for committee members and newly hired City staff.
- Provided staff training for the new Pitney Bowes Postage Machine.
- Preparing an Annual Report to present at Council or in upcoming City Manager Report.
- Preparing for a purge of records that were set for destruction in December of 2017.
- Ongoing Projects:
  - Leon Valley Contract Inventory
  - Working with staff to inventory records to be sent to Safesite for record storage
  - Working to set a date for the TOMA, Ethics and PIA training
  - Serving as Alamo Chapter TMCA, Inc. President (since 2014), preparing agendas and events.

#### **Library**

- Seven Days a Week Update: Well received. Slow currently as we started at the holiday time, but already seeing Sunday as busy as Saturday. Watching stats.

- San Antonio Tricentennial Digitizing of LV History: Our initial upload to the History site is available and live. MUCH more information to be added.
  - <https://library.biblioboard.com/home> ; \*\*Scroll down to Bexar County Tricentennial Digital Archives\*\*; Click on Leon Valley
- Working with new IT Company to determine needs to get library technology upgraded and throughout the Children's Wing addition where there is currently no internet.
- Applied for Excellence in Library Service Award from TML – waiting for announcements.
- Planning Spring Break Programming March 12 - 16. Tentatively: Symphony, Dental Program
- Working on Summer Reading 2018. MUSIC is the theme with the Tag Line being LIBRARIES ROCK!
- Library was closed several days this week due to an electrical line being nicked by a sub- contractor.

#### **Upcoming Events:**

- Regular City Council Meeting begins at 6:00 p.m. on Tuesday, February 6, 2018, in the Leon Valley City Council Chambers.
- Upcoming Important Events:
  - January 27, 2018, Town Hall Meeting, Conference Center
  - February 19, 2018, City Offices are closed in observance of Presidents' Day
  - Seneca Neighborhood Meeting on Tuesday, January 23, 2018, at 7:00 p.m. at the Fire Station Training Room
- Committee Meetings:
  - Pool Committee Meeting on Monday, January 15, 2018, at 5:00 p.m.
  - Citizens Police Advisory Committee Meeting on Wednesday, January 17, 2018, at 6:00 p.m.
  - Zoning Commission Meeting on Tuesday, January 23, 2018, at 6:30 p.m.